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DDA 81-1885

9 September 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: [   ]   25X1

                Information Handling Systems Architect

SUBJECT: Organization of Phase I of the Strategic
           Planning for IHSs

    1. As currently conceived, the plan for developing
the Strategic Plan for the Agency's information handling
systems (IHS) is composed of four phases (Attachment 1).
In the first phase, a series of working groups will meet
to address and define the strategic planning goals. These
groups will be user oriented. The written product of the
working groups will then provide the basis for the imple-
mentation strategies to be developed in the second phase.
Phase II will also use the working group approach, each
focusing on a particular implementation concern. The
product of this latter effort will then be used to develop
a draft, integrated strategic plan by this office. Using
the draft plan, the process of reconciliation of the goals
and implementation strategies with Agency resources,
funding priorities and budgeting realities will be performed.
The resulting final strategic plan for IHSs will be published
about 1 September 1982. [   ]   25X1

    2. This is clearly a tightly-paced program. There
are a lot of major issues to be resolved before we can put
together a coherent plan. We can also expect to see
significant issues arise that are not identified at this
time. To be successful, we need to have the time and
attention of senior officers throughout the Agency, both
to participate in the working groups and to support the
overall effort. We also need to be flexible in order to
accomodate major problems and issues as they may arise.
Maintaining schedule in the context of such problems and
issues will require everyone's cooperation and support.   25X1

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3.   In our view, the issues we face can be most clearly aggregated into five subject areas (Attachment 2):

o Information Handling Facilities

o Continuity and Contingency

o Technical and Scientific Facilities

o User Productivity and Support

o Information Protection and Management

The subsumed concerns for each of these issues are provided in the attachment. ☐   25X1

4.   Two general constraints were applied in the development of these issue groups and will be applied in their discussion. The first is that it is not the concern of the working group to set or revise requirements for systems; this is the province of the user or acquirer. Thus existing systems and systems under development enter the discussions only in the context of entities which provide specified functionalities or which are specified elements in any future architecture. The second constraint is the "general goodness" types of concerns, such as interoperability and commonality, are not working group concerns. They are required features of the evolving Agency architecture, but are the product of management interaction with the development process, rather than strategic planning. ☐   25X1

5.   Because the time of the knowledgeable working group members is precious, we plan to do two things. The first is to provide each working group with a point paper, prepared by this office, covering the issues. This straw-man should get the groups off to a running start, greatly reducing their time requirements. The second is to plan to execute the working group business in three steps. Nominally, the group would meet on a Monday and Tuesday after having read and thoroughly considered the pre-distributed point paper. After discussions and such internal assignments as the chairman may find appropriate, the group will study and discuss the issues.returning the Wednesday and Thursday of the following week with definitive views or positions, hopefully in written form. The executive secretary of the working group, who will be a member of this office, will then prepare the summary report. A brief meeting to review this report may be called by the chairman if he believes it is appropriate. ☐   25X1

6. We are now proceeding to discuss the chairmanships of the various working groups with the directorates. We would like broad representation among directorates of the chairmanships as well as membership on the committees. Even though Phase I is primarily user oriented, we would like to see provider representation; and, even though Phase II is provider oriented, we would like to see user representation. We will also be discussing resource requirements with the directorates, in this context.

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. 7. The first working group is planned to be that for Information Handling Facilities and should meet about 5 October. The others will follow after this one, so that we will have the opportunity to make any adjustments in the process that may be necessary.

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Attachments:
  As Stated

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